

Content Editor Job Description (Contract)

We are seeking a motivated and savvy content editor to oversee our content publishing needs in a fast-paced work environment. You will work with a team of writers and designers to develop and curate compelling and engaging content for our audience. Your primary duties will include content strategy, proofreading and editing, analyzing readership data, and developing our content strategy.

To excel in this role, you will have experience in developing and editing content, as well as excellent communication and organizational skills. A bachelor's degree in English or a related field is a must.

Responsibilities :

- Supervise a team of writers and coordinate with freelance contributors.
- Proofread and edit spelling, grammar and syntax.
- Ensure that content meets the company or client's needs, and follows our in-house style guide.
- Organize, modify and update existing content.
- Verify content and information.
- Work with the graphic design team to ensure a user-friendly experience.
- Collaborate with co-workers and come up with fresh, creative content ideas, keeping our audience in mind.
- Manage a busy workload according to deadline.
- Analyze data and analytics, and seek to increase reader engagement and retention.
- Knowledge of SEO and industry best practices.
- Represent the organization at launches, meetings, and press events.

Requirements :

- Bachelor's degree in journalism, English or related field.
- Excellent command of the English language.
- Writing, copy editing, and proofreading experience.
- Good communication and interpersonal skills.
- Highly organized and detail oriented.
- Proficient in desktop publishing software.
- Proficient in Microsoft Office and Social Media platforms.

Desired knowledge , skills, and abilities.

- Passionate about being the change through innovation and fresh thinking
- Familiarity with Christian organizations helpful
- Experience working with all levels in an organization; must be a team player and able to work collaboratively with and through others
- Ability to handle multiple tasks, prioritize, and work independently, using creativity and initiative to overcome obstacles and complete tasks accurately and on deadline
- Digital proficiency and a curiosity for emerging technologies

Notice

To perform this job successfully, an individual must be able to perform the primary job responsibilities with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this description at any time without notice.